

MARKETPLACE APP · PRODUCTIVITY-UTILITY

Drive

Centralized file & folder management with sharing, versioning, preview, and external links.

Updated July 2026

MODEL Licensed · opt-in	TIER Suite	CAPABILITIES 38+	INTELLIGENCE AI-powered
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OVERVIEW

Drive's files aren't siloed in their own app. When a Broadcast goes out or a Workspace message carries a file, that attachment lands as a real Drive item in the shared drive — not a one-off blob bolted onto the sending app — inheriting Drive's versioning, permissions, and audit trail automatically. Every workspace also gets its own Shared Drive the moment it's created, with nothing to set up manually.

Two AI surfaces split by risk. The Drive Help assistant is read-only, open to everyone, and can search file contents by meaning once content embedding is on, then summarize what it finds. The Drive Admin assistant can share, restore, or trash files, but only for managers and Drive admins, and only after they confirm the action in chat.

Stale files surface on their own through MangoApps' governance pipeline, prompting an owner to refresh or archive before content goes out of date.

WHY TEAMS CHOOSE IT

- Organize files in a personal "My Drive" plus Shared Drives that are auto-provisioned for every workspace and team.
- Upload by drag-and-drop with automatic version history on every re-upload — restore any prior revision in one click.
- Share files and folders with individual users at Viewer / Commenter / Editor / Manager roles that inherit down the folder tree.
- Send password-protected, expiring external links — or collect uploads from outside recipients through branded file-request pages.
- Preview PDFs, images, and video in the browser, and ask the Drive Help AI assistant to find a document by what's in it — true semantic search, not just a filename match.
- Serve as the platform file backend — Broadcasts and Workspace attach files straight into Drive with versioning and audit built in.

CAPABILITIES

Drives & Files

- ✓ Personal "My Drive" for every user
- ✓ Shared Drives for teams, with one auto-created per workspace
- ✓ Nested folder hierarchy with rename, move, and trash
- ✓ Drag-and-drop multi-file upload of any file type
- ✓ Server-side thumbnails for images and PDFs
- ✓ Star / favorite items for quick access
- ✓ Soft-delete Trash with one-click restore

Versioning

- ✓ New version captured automatically on every re-upload
- ✓ Per-version metadata (size, type, author, change summary)
- ✓ One-click restore to any prior version
- ✓ Configurable retention count per file
- ✓ Keep-current-only mode when history is turned off

Sharing & Permissions

- ✓ Share a whole drive or a single file/folder
- ✓ Roles: Viewer / Commenter / Editor / Manager
- ✓ Grant access to individual users
- ✓ Permissions inherit from the parent folder
- ✓ Revoke access anytime, with grant/revoke audit trail
- ✓ In-file comments (flat list, not threaded)

External Sharing & Collection

- ✓ Tokenized public share links (no MangoApps account needed)
- ✓ Optional password protection on links (admin can require it)
- ✓ Expiration date and download-count limit per link
- ✓ File requests — invite outsiders to upload into a folder
- ✓ Branded public landing pages (logo, accent color, header/footer)
- ✓ PDF watermarking on public downloads
- ✓ Multi-select ZIP download for files

Preview & AI Search

- ✓ In-browser preview for PDFs, images, and video
- ✓ Filename search across every drive you can access
- ✓ Included in platform-wide Global Search
- ✓ AI semantic search that reads inside document contents
- ✓ Drive Help assistant to find and summarize files in plain language
- ✓ Drive Admin assistant to share, restore, and trash via chat (managers+)

Platform & Integrations

- ✓ Attach-to-record API for other apps (Broadcasts, Workspace...)
- ✓ In-place Word and Excel editing via the Office add-in
- ✓ Automated stale-content governance reviews
- ✓ Admin analytics dashboard with CSV export
- ✓ Notifications on shares, new versions, and file requests
- ✓ Full activity audit trail for every file event
- ✓ Dedicated mobile app views plus a REST API

Limits & Specs

Default max upload size	500 MB (admin-configurable)
Default version retention	20 versions per file (admin-configurable)
External link max lifetime	30 days (admin-configurable)
File request max lifetime	60 days (admin-configurable)
Trash restore window	30 days

USE CASES

- Workspace files, provisioned automatically**

Every workspace gets its own Shared Drive the moment it's created. Members drop meeting notes, decks, and assets into a space that already matches the team.
- Personal work-in-progress**

Keep drafts and scratch files in your private "My Drive," then move the finished version into a Shared Drive when it's ready for the team.
- Client deliverable handoff**

Generate a password-protected external link with a 7-day expiration to send a signed contract to a client — no MangoApps account required, and every access is logged.
- Collect documents from outside recipients**

Send a branded file-request page that lets a vendor or candidate upload straight into a designated folder, with a per-request file cap and expiry.
- Company knowledge base**

Ask the Drive Help assistant "what is our travel reimbursement policy?" and get an answer pulled from inside uploaded PDFs via AI semantic search.
- Platform-wide attachment backend**

Broadcast attachments and Workspace message files land in Drive automatically — inheriting versioning, sharing, and audit for free.

PRICING & LICENSING

Pricing	Requires a license; enabled per business by an admin
License	Required (opt-in per business)
Tier	Suite

Pricing is tailored to your organization — [talk to sales for pricing & a live demo](#). Final commercial terms per your agreement.

FAQ

How much does Drive cost?

Drive requires a license and is turned on per business by an admin from the Apps Marketplace — it is not enabled by default. There is no separate per-file charge; file storage follows your MangoApps Workforce plan.

Is there an upload size or version limit?

The default maximum upload size is 500 MB and the default is to keep the last 20 versions per file — both are admin-configurable in Drive settings. You can also turn version history off entirely, in which case each save simply replaces the current file.

Can I share a file with someone outside my organization?

Yes, two ways. Generate an external share link (optionally password-protected, with an expiration date and a download-count limit) to send a file out, or create a file request that lets an outside recipient upload files into a folder you choose. Both open branded public pages and log every access.

How does version history work?

Re-uploading a file with the same name — or saving it through the Office add-in — creates a new version. Each version keeps its own author, size, content type, and change summary, and you can view, download, or restore any prior version with one click.

How is Drive different from the Libraries or HR Files apps?

Libraries is a curated catalog for publishing forms, links, and media to an audience. HR Files is purpose-built for confidential employee documents. Drive is the general-purpose file system any person or team uses for everyday files and folders — with sharing, versioning, and external links.

Can I search inside the documents, not just filenames?

Yes, two ways. Switch Drive's own search bar to 'Contents' to keyword-match text inside files once your admin turns on content embedding in Settings. For search by meaning rather than an exact keyword, ask the Drive Help AI assistant, which uses that same embedded content for true semantic search. Platform-wide Global Search only matches Drive item filenames, not what's inside them.

Can other apps store their files in Drive?

Yes. Drive doubles as the platform attachment backend — apps like Broadcasts and Workspace attach files into a per-business system drive, so those attachments inherit Drive's versioning, sharing, and full audit trail automatically.